Desktop Inspection

PestPac Software
The Desktop Inspection Utility allows you to enter in inspection information for devices, deficiencies, materials and area inspections on orders and invoices. This Utility can be used if you both do or do not use handheld devices. By the end of this presentation you will be able to enter:

- Area Inspections
- Area Materials
- Device Inspections
- Device Materials
- Pest Findings
- Deficiencies
From the Tools Menu, select Data Update Tools.

From the Data Update Tools Menu, select Desktop Inspection Utility.
Using the Desktop Inspection Search, enter your search criteria for the order(s) or invoice(s) you’d like to inspect. Click on Search when finished.
This is the Desktop Inspection Entry screen. To begin, click on the order number of the order you’d like to inspect. Once the order is clicked, the Appointment Detail, Customer Detail and Area Inspections section of the screen will fill in.
In the Appointment Detail section, you can edit any of the technician, work date/work time and charge type fields. The Order Type can only be changed on unposted work orders. These changes will automatically be saved on the order/invoice.
The Customer Detail Section, shows the location information for the work order. Click on the Location Number to be brought to the location detail screen for that location.
Under the Area Inspections section, check the Inspected box for areas that you want to mark as inspected. Click on the Comment icon to enter a comment for the area. Click on the Save and Continue button to continue with the inspection.
Click on Add Material to add material usage to an Area.
Select the Material from the Material dropdown. Enter in any other relevant information for the Material. Use the Areas and Targets links to note which Areas the Material was applied to and what the Target Pests are for the material. You can add additional materials using the blue Add Material link. When finished, click on the Save and Continue button.
Use the Inspection checkboxes to indicate the activity of each device. You can use the Select All links to select all of certain types of devices or all devices. Use the Comment link to add a Comment for a specific device. If you mark a Device as Removed, it will make the Device Inactive. Click on Save and Continue when finished.
Click on the Add Material link to enter in Material Usage on Devices such as bait.
Click the Add Material link to add Material application to specific devices. Use the Device link to select which device(s) you’d like to report the material usage for. Please note that the quantity will be multiplied by the number of devices. If you enter in 2 for the Quantity and there are 10 devices, 20 units will be reported. Click on Save and Continue when finished.
Enter in Pest Findings for each Area by clicking on the Edit Pest Findings link. Select a pest from the dropdown and enter the quantity of the pest. Click on Save and Continue when finished.
On the Deficiencies screen, any already existing deficiencies will be displayed. Check the Inspected box to inspect the Deficiency. Click on the Comment link to enter in a comment for the Deficiency.
Click on the Add Deficiency link to add a new Deficiency. Select a Condition and Action for the Deficiency. Click on Save and Continue when finished.
You will be brought back to the Order Selection section. Click on an order to begin a new Desktop Inspection for that order.
This concludes the Desktop Inspection tutorial. If you have any additional questions, please contact Support at 800-762-0301 or by using the support option within your software.